



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

12/2/2020 | 10:40 AM CST

Chris Macres
Doxim Inc. dba Doxim Utilitec LLC
1911 Woodslee Dr.
Troy MI 48083

Re: **RFQ 57103 Bill Printing and Mailing Services**

Dear Mr. Macres:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above **RFQ 57103 Bill Printing and Mailing Services**. This letter hereby notifies you of Metro's intent to award to **Doxim Inc. dba Doxim Utilitec LLC**, contingent upon successful contract negotiations. Please provide a certificate of Insurance indicating all applicable coverages within 15 business days of the receipt of this letter.

If the Equal Business Opportunity (EBO) Program requirements were a part of this solicitation, the awardee must forward a signed copy of the "Letter of Intent to Perform as Subcontractor/Subconsultant/Supplier/Joint Venture" for any minority/women-owned business enterprises included in the response to the Business Assistance Office within two business days from this notification.

Additionally, the awardee will be required to submit evidence of participation of and contractor's payment to all Small, Minority, and Women Owned Businesses participation in any resultant contract. This evidence shall be submitted monthly and include copies of subcontracts or purchase orders, the Prime Contractor's Application for Payment, or invoices, and cancelled checks or other supporting payment documents. Should you have any questions concerning this requirement, please contact **Jeremy Frye**, BAO Representative, at **615-862-6638** or at Jeremy.frye@nashville.gov.

Depending on the file sizes, the responses to the procurement solicitation and supporting award documentation can be made available either by email, CD for pickup, or in person for inspection. If you desire to receive or review the documentation or have any questions, please contact Buyer **Christina Alexander** by email at christins.alexander@nashville.gov Monday through Friday between 8:30am and 3:30pm.

Thank you for participating in Metro's competitive procurement process.

Sincerely,

Michelle A. Hernandez Lane

Michelle A. Hernandez Lane
Purchasing Agent

Cc: Solicitation File, Other Offerors

Pursuant to M.C.L. 4.36.010 Authority to resolve protested solicitations and awards.

A. Right to Protest. Any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Purchasing Agent. The protest shall be submitted in writing within ten (10) days after such aggrieved person knows or should have known of the facts giving rise thereto.

Procurement Division

730 Second Avenue South, Suite 112
P.O. Box 196300
Nashville, Tennessee 37219-6300

www.Nashville.gov
Phone: 615-862-6180
Fax: 615-862-6179

RFQ# 57103 Bill Printing and Mailing Services Evaluation Committee Score Sheet

Offeror	Doxim Inc. dba Doxim Utilitec LLC
Contract Acceptance (Yes/No)	Yes
ISA Questionnaire (Yes/No)	Yes
Cost (30 Points)	30.00
Technical Specifications (180 Points)	175.00
Proposed Business Plan (35 Points)	35.00
Business Plan (35)	32.00
Total Round 2 Score	272.00
Total Round 1 Score	207.00
Total Combined Score	479.00

Evaluation Comments

Doxim Inc. dba Doxim Utilitec LLC
Strengths
Firm's proposal demonstrated the ability to accommodate Metro's printing needs. Firm's proposal demonstrated 30 plus years of services providing the scope of work for this project. Firm's proposal demonstrated the availability of 4 printing facilities. Firm's proposal demonstrated detailed plan for print and mail solutions, to include online tools and the ability to monitor progress of job requests. Firm proposed offering training to Metro for the life of the contract. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.
Weaknesses
Firm's proposal failed to demonstrate having a post office on site. Firm's business plan outline lacked detail for how training would be administered.

Solicitation Title & Number		RFP Cost Points	Total Cost Points
Bill Prnting and Mailing Services; RFQ# 57103		30	30
Offeror's Name	Total Bid Amount	RFP Cost Points	Total Cost Points
Doxim Inc. dba Doxim Utilitec LLC	\$1,135,200.00	30.00	30.00

BAO Small Business Assessment Sheet

BAO Specialist: Jeremy Frye
Contract Specialist: Christina Alexander
Date: 11/30/2020

Department Name: Metro Water Services
RFQ#: 57103

Project Name: Billing and Printing Services
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Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	SBE Subs approved?	SBE (%)	Comments
Utilitec	\$ 1,135,200.00	\$ -	No	0%	The prime is not an approved SBE and proposed to self-perform 100% of the work.



Statement of M/WBE Utilization

Proposer's/Firm's Name: Utilitec	Proposer's Phone #: 248-526-4826
Solicitation Title: Bill Printing & Mailing Services	Proposer's Email Address: cmacres@utilitec.net
Solicitation #: RFQ 57103	Amount Self-performed :
Proposer's/Firm's Ownership: Non-M/WBE	Total Bid Amount: \$1,531,500.00
Proposed EBO Goal (%) : <u>1</u> MBE% <u>11</u> WBE%	EBO Goal Met? (Y/N) Select

The following MWBE* subcontractor(s)/supplier(s) will be utilized for the performance of this project:

	MBE/WBE Firm Name	MBE/WBE Firm Address	Phone/E-Mail	Certificate	* MBE/WBE	Code #	Description of Work	MBE/WBE	Percent
				Type (MBE or WBE)	Group Type *	UNSPS/NAICS		Dollars (\$)	of Total Contract
1				Select	Select				
2				Select	Select				
3				Select	Select				
4				Select	Select				
5				Select	Select				
6				Select	Select				
7				Select	Select				

I am the duly authorized representative and certify the facts and representations contained in this form and supporting documents are true and correct.

Authorized Representative (Printed Name/Title/Signature) Chris Macres Director of Sales	Date 11/25/2020
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*Note: MWBE is defined as business enterprise maintaining a significant business presence in the Program Area & performing a commercial useful function that is owned by one or more of the following: (1) African Americans (2) Native Americans, (3) Hispanic Americans, (4) Asian Americans, and (5) Women.

Has Prime Complied with EBO Goal?	NO	For Internal Office Use ONLY	YES
		<i>If No, Good Faith Efforts Met?</i>	

BAO Representative: Jeremy Frye

Date: 11/30/20

Total MBE Subcontracting	<u>0</u>	%	<u>\$ 0</u>	
Total WBE Subcontracting	<u>0</u>	%	<u>\$ 0</u>	
Total MBE/WBE Participation:	<u>0</u>	%	<u>\$ 0</u>	

Certificate Of Completion

Envelope Id: D899080FEC424D54B44F2B88A12A6A95	Status: Completed
Subject: Intent to Award - RFQ #57103 Printing and Mailing Services	
Source Envelope:	
Document Pages: 5	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Procurement Resource Group
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	prg@nashville.gov
	IP Address: 170.190.198.185

Record Tracking

Status: Original	Holder: Procurement Resource Group	Location: DocuSign
11/30/2020 1:56:40 PM	prg@nashville.gov	

Signer Events

Signer Events	Signature	Timestamp
Michelle A. Hernandez Lane michelle.lane@nashville.gov Chief Procurement Officer/Purchasing Agent Metro Security Level: Email, Account Authentication (None)	<i>Michelle A. Hernandez Lane</i> Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 11/30/2020 2:00:34 PM Viewed: 12/2/2020 10:39:04 AM Signed: 12/2/2020 10:40:31 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

In Person Signer Events	Signature	Timestamp

Editor Delivery Events

Editor Delivery Events	Status	Timestamp

Agent Delivery Events

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events

Certified Delivery Events	Status	Timestamp

Carbon Copy Events

Carbon Copy Events	Status	Timestamp
Christina Alexander christina.alexander@nashville.gov Security Level: Email, Account Authentication (None)	COPIED	Sent: 12/2/2020 10:40:32 AM Viewed: 12/2/2020 11:20:27 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events

Witness Events	Signature	Timestamp

Notary Events

Notary Events	Signature	Timestamp

Envelope Summary Events

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/30/2020 2:00:34 PM
Certified Delivered	Security Checked	12/2/2020 10:39:04 AM
Signing Complete	Security Checked	12/2/2020 10:40:31 AM
Completed	Security Checked	12/2/2020 10:40:32 AM

Payment Events

Payment Events	Status	Timestamps